

Terminology and Skills

2. MS Word & Power Point
3. Excel



05/03/2024

Useful Slides

1. Introduction to Excel, Word and PowerPoint: <https://www.gfmer.ch/informatics/Presentations/postgrad2005/presentation.pdf>
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3. Introduction to Microsoft Excel: https://www2.kimep.kz/bcb/teachers/~vlasov/BCA/excel/Introduction_Excel.ppt

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Microsoft Office Tutorials Guide

**Jessica Evans, Ann Barron, Chet
Lyskawa**



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Microsoft FrontPage 2000 Step by Step Courseware Expert Skills Class Pack ActiveEducation (Firm), 1999-12-31

Learn Microsoft Office 2019 Linda Foulkes, 2020-05-29 Publisher s note This edition is based on MS Office 2019 and does not make use of the most recent features in MS Office 2021 A new second edition updated for MS Office 2021 including new topics and the latest productivity feature enhancements for Office web and desktop has now been published Key Features Explore MS Office to enhance productivity and boost your professional development Get up and running with the new and improved features in Microsoft Office 2019 Discover how to overcome common challenges when working with Office 2019 applications Book

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